

**CIVIC CENTER COMMISSION
MEETING MINUTES
November 21, 2013**

Attendees:

CCC Members: Chairman Ed Pietrewicz, Commissioner Jim Knowlton, Vice-Chair Scott Najarian, Commissioner John Harrity, Commissioner John Budd, & Newly Appointed Commissioner Lowell Alexander

City: Heather Gould & Amanda Gregoire

Guest: Former Commissioner Joe Capone

SMG: Jim Moughan, Julia Iorio, Sandy Dunn

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Pietrewicz brought the meeting to order at 12:17pm.

2. Acceptance of Meeting Minutes – October 23, 2013

Commissioner Budd motioned to accept the minutes of the October 23rd, 2013 meeting; seconded by Commissioner Harrity. (5 yeas, 0 nays). *Motion passed.*

3. Rent Credit Request – 211th MP Battalion & 747th MP Company Deployment Send Off Ceremony

Updated rental credit summary was provided to the Commission.

SMG/DCU Center request of the Worcester Civic Center Commission rent free use of the Grand Ballroom on **February 2, 2014** for the **211th MP Battalion & 747th MP Company Deployment Send Off Ceremony**. Troops, their families along with elected officials, & dignitaries will be in attendance. Service purveyors will be encouraged to off-set/eliminate the costs of food and beverage for the reception. Destination Worcester has also arranged for discounted room rates for overnight needs.

Chairman Pietrewicz motioned to grant the rent free day of February 2, 2014 for the Deployment Send Off Ceremony, seconded by Commissioner Harrity. (5 yeas, 0 nays). *Motion passed.*

Commissioner Harrity requested “Thank You” letters be sent to those purveyors donating product to the event.

4. Major Projects –

- a. Expansion & Refurbishment Project/Capital Projects – Heather Gould

Continuing to complete the construction project punch list and hope to have a summary by next meeting of where all items stand. In addition, by next meeting, hoping to have a Chiller report update. Commissioner Harrity questioned the costs noted for rental of temporary chiller, monthly vs. weekly costs. Heather stated that Rick Trifero could verify these numbers at the December meeting.

As part of the Sharks extension agreement, the carpeting bid went out, but came back on the high side so continuing to review and identify priority areas in conjunction with the Sharks.

Heather also provided follow up to the *Amended Petition Presented by Access Advocates Ms. Jaqueline Norton & Mr. Scott Ricker Regarding 521CMR – Barrier Free Architectural Access*. Paul Moosey worked with the architects to answer and address the Access Advocate’s concerns;

- 1) Refreshment Stand Accessibility
The bar that has been installed within the lounge does not have an accessible counter, however, per paragraph 17.4, "At counters exceeding 34' in height, where food or drink is served for consumption by customers seated on stools or standing at the counter, a portion of the main counter shall be accessible OR service shall be available at accessible tables within the same area". There will be accessible tables within the lounge area (loose tables and chairs) that make this area compliant with the requirements of this chapter.
- 2) Sinks / Work Area in Suites / Accessible Sinks within Luxury Suites
Each suite has a counter with base cabinets and an integral sink. Within the base cabinets below each of the sinks, doors have been provided to allow a person in a wheelchair to approach and use the sink within the counter. The doors, which include the cabinet base, may be opened to create a space wide enough to accommodate the knees of a person in a wheelchair. The finish floor extends into the area behind the doors and below the sink.
- 3) Coat Hangers in Restrooms
An issue has not been found with the coat hangers in the new restrooms. As the final inspections are completed, all will be checked.

Commissioner Najarian inquired about and complimented the new Harvard Pilgrim Healthcare Pavilion signage. Sandy Dunn added that the Sharks have sold the naming rights to the "Zone" lounge space which will now be the "Coors Light Cold Zone".

5. SMG Reporting

a. Monthly Highlights - Sandy Dunn

Record breaking October 2013 (Five Concerts, Sharks Opener, Phish Street)

Attended IEBA Conference in Nashville with a focus on improving relationships with promoters and agents as well as communicating the new renovations.

Continued focus housekeeping post construction improving systems and methods to ensure the new finishes are properly handled. Also reviewing the impacts the new landscaping will have on seasonal requirements for exterior upkeep.

Post renovations - Facility Awareness Advertising/Marketing Campaign (Pearl Jam Ad, Billboard Ad, SMG Article w/Layouts). Billboard Ad coincided with Billboard Touring Convention and expanded article regarding SMG facilities noting DCU Center renovations.

Commissioner Budd inquired about the continual problem with skateboarders despite construction efforts to deter the activity. Sandy Dunn informed the Commission that the construction team is well aware and are continuing to work on it for a better solution. Chairman Pietrewicz encouraged that we have signage put back up as soon as possible.

b. Sales – Jim Moughan

Highlights for October included multi-day Indian themed NAVIKA, two day Off-Site Meeting, and Barstool Sports "Foam" event. Star City Games will be hosting a three day event this summer with more growth potential for future. Hotel figures were reported at 1700 overnight rooms, but estimated to be more like 1900 to 2000, overall, with one hotel not reporting.

c. Financial Statements – J.Iorio

General discussion of Financials – **September 2013**

6. Civic Center Commission Labor Representative Appointment - Lowell Alexander

7. Chairman Edward Pietrewicz - 10 Years of Dedicated Civic Service to the City/DCU Center
Presentation of Recognition Plaque by Heather Gould, & Congratulatory Cake by SMG.

Chairman Pietrewicz inquired of any movement to have a Recognition Plaque placed within the DCU Center of all past and present Commission members. Sandy Dunn acknowledged the request and will continue to review with City as to the options.

Chairman Pietrewicz inquired about the Worcester Municipal Research Bureau events held at the DCU Center with regard to payment. Sandy Dunn explained that space is provided for smaller events as a part of her function as a member of the Board of Directors for the organization. For larger events they would be responsible for normal rental.

Heather Gould respectfully requested of the Commission, nominations of Chair, for replacement of the outgoing Chairman Edward Pietrewicz. Commissioner Harrity motioned to nominate Vice-Chair Scott Najarian; seconded by Commissioner Budd. (5 yeas, 0 nays) *Motion passed.*

Heather Gould will present the Commission's nomination of Vice-Chair Scott Najarian to the City Manager for final approval.

8. Next Meeting

a. 2013 Meeting Schedule – Wednesday, December 11, 2013 / 12pm

DCU Center Conference Room

Chairman Pietrewicz moved to adjourn the meeting; Seconded by Commissioner Budd.
(5 yeas, 0 nays) *Motion passed.*

Meeting Adjourned – 1:15pm